City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov

June 5, 2026

Bidder:

The City of Traverse City will receive electronic bids in the Office of the City Manager, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **July 10, 2026, at 10 a.m.** for the following:

HICKORY HILLS MOUNTAIN BIKE TRAIL DESIGN AND BUILD

If the specifications are obtained from the City's website link at: City of Traverse City Bid Tab, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov.

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

Please submit one pdf via email to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Please indicate in the subject line of your email that you are submitting a "Sealed Bid" together with the project description, **"Hickory Hills Mountain Bike Trail Design and Build"** and submit your emailed bid to tcmanage@traversecitymi.gov **before July 10, 2026, at 10 a.m.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. Questions will be accepted until June 26, 20206 at 10 am via email at tcmanage@traversecitymi.gov. An Addendum will be posted no later than July 2, 2026 by 5 pm with answers to all questions received by the deadline.

REQUEST FOR PROPOSALS
HICKORY HILLS MOUNTAIN BIKE TRAIL DESIGN AND BUILD
CITY OF TRAVERSE CITY, MICHIGAN

OVERVIEW

The City of Traverse City ("City") is requesting proposals from qualified firms to finalize the alignment, design, and construct a new cross country single-track and flow style mountain bike trail at the Hickory Hills Recreation Area in Garfield Township, Michigan. The project includes the delivery of an approximately 6.3-mile mountain bike trail within an established area, intended to serve beginner, intermediate and advanced riders. The selected firm will be responsible for completing final design, approvals through the City and County, permitting, construction, and all coordination necessary to deliver a complete and functional trail. The Scope of Work and required bid form are attached hereto as **Exhibit A** and **Exhibit B**, respectively. The Trail Design Standards can be found as **Exhibit C**.

A conceptual design was prepared in 2022 by Rock Solid Trail Contracting and is included in **Exhibit D**. See page 5 of the design report for a map of the conceptual level trail locations.

The terrain is hilly and forested, with elevation ranges from 765 ft. at the Lodge to 986 ft. at the top of the hill. Leelanau Kalkaska loamy sands (or similar) dominate most of the project area, with sand dominated soils expected to 24" or more. While excessively well drained, these soils often lack binding capacity required to form durable tread, often limiting the maximum grade of the trail and features that can be constructed. Max trail grades exceeding ~10% may not be sustainable and would be constructed at the discretion of the builder. Some segments of planned trail will require advanced erosion control drawings to be prepared during the final design phase. Some areas will require jute net erosion control blankets. In addition to erosion control plans, constructing flowy trails greater than 36" wide may present sustainability challenges. It is likely that sections of flowy trail will require capping to at least 12" in depth. Trail features such as tabletops will likely require imported fill, capping and/or armoring.

Overall, the project's scope of work includes at least 33,000 linear feet of new construction. Completed work must meet the specifications outlined in the attachments to this RFP.

The selected contractor shall have demonstrable experience in building sustainable cross country/flow single-track trails on terrain and/or soil characteristics like that of Hickory Hills. The selected contractor shall provide a portfolio demonstrating their ability to perform the proposed work and references from three (3) past comparable or relevant projects. Contractors should have experience with multi-use trail systems, to minimize user conflicts with other users of the Hickory Hills Recreation Area including hiking and disc golf systems.

INTENT AND SCOPE

The City is seeking to retain a qualified company to complete the services as specified in the Scope of Work attached hereto as **Exhibit A**.

In order to successfully apply for this project, the project must be completed no later than October 2027.

PROPOSAL FORMAT

Proposals must include at a minimum the following information:

1. Proposed pricing structure shall include a guaranteed maximum price.
2. Name, address, telephone number and email address of the firm and location of firm offices (if more than one), and any sub consultants.
3. Name, email and telephone number of primary contact person.
4. A summary of the firm's overall qualifications and experience with similar design-build projects, including a description of at least three (3) recently completed projects of comparable scope and complexity.
5. Name, address and telephone number of three (3) references for similar projects.
6. A description of key personnel proposed for the project, including their roles, relevant experience, and availability, as well as a summary of equipment and materials typically used for this type of work.
7. Copies of the firm's Workers' Compensation Insurance certificate, current Business License, and valid Michigan Contractor's License.
8. A description of the firm's overall approach to delivering the project, including design methodology, coordination approach with other user groups, and construction strategy consistent with a design-build delivery model.
9. A proposed project schedule demonstrating the ability to complete all work efficiently no later than ___October 2027_____.
10. Completed bid worksheet.
11. Proposals shall not exceed 20 pages. 11"x17" sheets count as two pages.

FEES AND PRICING STRUCTURE

Funding for this project is a combination of voter-approved use of Brown Bridge Trust Fund dollars and grass roots fundraising. Voter approval of this expenditure confirms that the community has identified installation of mountain biking trails at Hickory Hills as a community priority.

1. Proposers shall submit a guaranteed maximum price. Pricing shall clearly separate design services from construction services.
2. The City reserves the right to approve, modify, or reject the proposed material quantities and selections during design development, unless authorized through a formal contract amendment.
3. The City has established two (2) phases for this project:
    a. Phase 1 – Design Services
    b. Phase 2 – Construction Services

4. Proposers shall complete **Exhibit B** (Bid Form) in accordance with the above described structure by providing prices for all phases, and associated sub-totals. Totals will represent the guaranteed maximum price, including associated labor.
5. The phases are City-defined and are used for contract administration, evaluation, and payment tracking purposes only. Phased pricing does not prescribe the Proposer's means and methods, sequencing, or material selection.
6. In addition to the phase totals, Proposers shall submit a supporting pricing breakdown that includes:
    a. A narrative or tabular breakdown of major work components within each phase; and an informational list of anticipated primary construction materials (e.g., aggregate, timber, stone) and approximate quantities.
    b. The supporting pricing breakdown and materials list are provided for evaluation and comparison purposes only. Material quantities and descriptions shall not be construed as unit-priced items, guaranteed quantities, or separate payable line items, and shall not alter the guaranteed maximum of the phase pricing.
7. Fee proposals shall be submitted using **Exhibit B** (Bid Form). Failure to submit pricing in the required phased format may render the Proposal non-responsive.

PROJECT PHASING AND NOTICE TO PROCEED

1. The City anticipates delivering this project through a phased approach consistent with a design-build delivery model.
2. Following contract award, the selected contractor may be authorized to proceed with Design Services (phase 1) upon execution of the contract and receipt of written authorization from the City.
3. Construction Services (phase 2) shall not commence until the City issues a formal, written Construction Notice to Proceed. Issuance of the Construction Notice to Proceed will be contingent upon, at a minimum:
    a. City approval of the final design and construction documents;
    b. Receipt and approval of all required permits;
    c. Submission and City approval of the contractor's Schedule of Values; and
    d. Submission and approval of all required insurance and other documents.
4. Any work performed prior to issuance of the applicable written authorization or Construction Notice to Proceed shall be performed at the Proposer's risk and expense and shall not be eligible for payment.

GENERAL PROPOSAL INSTRUCTIONS AND REQUIREMENTS

1. **THE DEADLINE FOR ALL PROPOSALS** is **July 10, 2026, at 10 a.m.** Any proposal not received before the date and time specified shall not be accepted. Parties must submit a Proposal as described above.
2. All questions must be submitted via email by June 26 by 10 am. Answers will be distributed to all parties that requested this RFP by July 2 by 5 pm.
3. The legal status of the Party, whether a corporation, partnership, limited liability company or individual, shall be stated in the Proposal.

4. The selected Party will be required to enter into a written contract with the City. A sample agreement is attached as **Exhibit E**. Relevant Proposal documents shall be attached to the contract.

EVALUATION OF PROPOSALS

All proposals received shall be subject to evaluation by the City of Traverse City. This evaluation will be conducted in the manner appropriate, as may be deemed by the City, for the selection of a firm for the purpose of entering into a contract to perform these services. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered.

A scoring matrix with the available points for scoring is shown below:

Description	Points
Firm and Staff Qualifications	25
Past Project Experience	25
Project Approach and Understanding	25
Cost	25
Total Possible Points	***100***

INSURANCE

The Firm is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the City Clerk before commencing with any work. The policy shall contain endorsements stating that a 10 (ten)-day notice will be given to the City Clerk for the City of Traverse City prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

A. Comprehensive General Liability Insurance with limits of liability not less than $1,000,000 (one million) per occurrence and/or aggregate combined single limit with the City listed as an additional insured. The Firm shall provide an endorsement to their comprehensive general liability policy naming the City of Traverse City as additional insured. Professional liability insurance coverage in the amount of $1,000,000 (one million) minimum.

B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.

D. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

BIDDER - PLEASE COMPLETE AND RETURN

BID SUMMARY

TITLE: Hickory Hills Mountain Bike Trail Design and Build

DUE DATE: July 10, 2026, at 10 a.m.

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept the City's standard Contract, the terms of which are not negotiable, and to provide proof of the required insurance. A sample agreement is attached below for your reference.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

BID COST DETAILS: Bids should be based on actual costs. The City will not be invoiced for service fees, transportation fees or dispatch fees in addition to this bid.

Submitted by:

_____	_____
Signature	Company Name
_____	_____
Name and Title (Print)	Company Address
_____	_____
Phone Fax	City, State, Zip
Email: _____	_____
	Sole proprietorship/partnership/corporation
	_____
	If corporation, state of corporation: _____

REFERENCES: (include name of organization, contact person, and daytime phone number).

1._____
Contact Person: _____Telephone:_____

2._____
Contact Person: _____Telephone:_____

3._____
Contact Person: _____Telephone:_____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1._____
Contact Person: _____Telephone:_____
Services to be Performed:_____

2._____
Contact Person: _____Telephone:_____
Services to be Performed:_____

3._____
Contact Person: _____Telephone:_____
Services to be Performed:_____

PROPOSED SELECTION AND PROJECT SCHEDULE

Event	Completion Date
RFP Issued	**June 5, 2026**
All questions submitted via email	**June 26, 2026**
Q/A Posted	**July 2, 2026**
Proposals Due	**July 10, 2026**
Proposal Evaluation	**July 23, 2026**
Approval of Award at City Commission Meeting	**August 3, 2026**
Contract Finalized/Notice to Proceed with Design	**August 24, 2026**
Design Phase	**August 2026 – November 2026**
Finalize Construction Bid	**December 2026**
Construction Phase	**May 2027 – October 2027**

ATTACHMENTS
The attached Exhibits are incorporated into the Project Specifications by reference.

1. **Exhibit A – Scope of Work**
2. **Exhibit B – Bid Form**
3. **Exhibit C – Project Specifications, Design Standards, and Details**
4. **Exhibit D –** ***Hickory Hills Mountain Bike Trail Concept Plan*****, Rock Solid Trail Contracting**
5. **Exhibit E – Sample Contract**

Exhibit A

SCOPE OF WORK

Total Project Design & Delivery Considerations (Design-Build)

- The Hickory Hills Mountain Bike Trial project will be delivered through a design-build approach, with the awarded contractor responsible for developing the trail design and constructing the approved improvements.
- The contractor shall lead a phased design process, working collaboratively with City staff and partners to evaluate site opportunities, refine trail alignment, and identify appropriate features prior to construction.
- The design shall take into consideration the other user groups and uses at Hickory Hills including but not limited to alpine and cross country skiing, disk golf, and hiking. The design shall not interfere with or impair these other uses.
- The City will review and approve each design phase before the contractor proceeds to subsequent phases and ultimately construction.

Design Methodology & Collaboration

- The contractor shall prepare a comprehensive design and phasing plan outlining key milestones, review points, and anticipated approvals.
- The contractor is expected to bring forward proposed alignments, feature concepts, and construction methods that align with City goals for skill development, rider progression, durability, and long-term maintenance.
- Design decisions shall incorporate existing site conditions and terrain to create a cohesive and engaging skills trail experience.
- Contractor must have experience with multi-use trail systems, to minimize user conflicts with hiking trails, disc golf, and other user groups.
- During the design phase the contractor will complete flagging so that disc golf course and hiking trail interactions may be reviewed with City representatives. Final layout in those areas will adjust to minimize impact and maximize safety for all users.
- The Contractor shall include a total of up to 10 meetings (virtual or in-person) with City Staff and/or the Hickory Hills Advisory Committee during the design phase.

Trail Overview

- The Trail will be a dedicated, directional mountain bike trail intended to support skill development for a broad range of riders.
- The Trail should emphasize progression, allowing riders to advance skills incrementally through feature variety, optional lines, and increasing technical complexity.

- The final design shall be reviewed and approved by City staff prior to construction.

Design Elements to be Considered

- The proposed design shall include features and maneuvers that support foundational and intermediate skill development and rider progression, including but not limited to:
    - Rocky climbing and descending opportunities with varied difficulty
    - Cornering features, including switchbacks and berms
    - Balance and control elements that encourage precise bike handling
    - Drops with clearly defined entry and exit points
    - Bridge or elevated features appropriate to the trail context
    - Rock gardens, logs, and ledges to support controlled roll-over, step-up, and step-down maneuvers
    - Rollers designed for pumping and speed control
    - Multiple line options to accommodate different skill levels and progression
    - Creative use of natural and constructed materials
    - Features that support repeat use and incremental skill refinement
    - Additional berms, rollers, or technical features that complement the required elements and overall trail flow

Trail Parameters

The general layout of the mountain biking trails is depicted in the attached **Exhibit D – *Hickory Hills Mountain Bike Trail Concept Plan*, Rock Solid Trail Contracting**.

The 1.42 mi beginner trail is planned to circumnavigate the floor and toe slopes of the small valley at the heart of Hickory Hills. An intermediate trail planned to explore the forested hillsides above the valley floor, which forms a 3.80 mi loop following the property boundary to the extent which terrain and other constraints (such as disc golf and hiking trails) allow. To take advantage of the vertical relief an intermediate one-way gravity trail is included, which allows riders to descend ~0.37 mi from the overlook on the north side of the valley to the green loop below. Finally, two advanced trails will offer 0.77 miles of optional technical trail experiences for riders following the intermediate loop trail. The trails will be accessed by trailheads located adjacent to the existing Hickory Hills Parking Lot.

Some segments of trail may require capping to create a firm, sustainable tread surface. Additionally, some areas will likely require advanced erosion control techniques, such as placement of jute-net erosion control blankets, sediment control logs and/or seeding on cut/ fill slopes. Capping and advanced erosion control are most likely necessary where flowy trails cross ski slopes or through areas of open canopy. Finally, a rock retaining wall may be required to support portions of the trail.

Construction and Maintenance

- Following City approval of the final design, the contractor shall construct the Trail in accordance with the approved plans, phasing strategy, and agreed-upon schedule. The

contractor shall provide all labor, materials, equipment, and coordination necessary to deliver a complete and functional trail.

- Trail Tread, trail features, trail speeds and overall trail design should be designed around current 29" full-suspension cross-country bike geometry.
- The construction of this trail must be guided by the sustainable trail principles promulgated by accepted resources such as the current editions of the Trail Solutions; IMBA's Guide to Building Sweet Single-track, Managing Mountain Biking; IMBA's Guide to Providing Great Riding, Bike Parks; IMBA's Guide to New School Trails, and the USDA's Trail Construction and Maintenance Notebook.
- All trails constructed as part of this project shall be natural-surface, one-way (unless specified as connector), traveled in alternate direction on specific days, single-track trail that is purpose-built for mountain bikes, commonly referred to as cross-country flow trails. A subset of the larger family of rolling contour trails, flow trails share the following basic characteristics:
    - Synergy with the landscape: Making the most of what the natural terrain contours present.
    - Opposition to user forces: Flow trails maximize the efficiencies afforded by using a bicycle and are designed to counteract forces that direct a user off the trail. Bermed turns and cambered tread surfaces, for example, promote traction, safety, sustainability and enjoyment.
    - Conservation of momentum: the ideal trail avoids "flow killers" such as sharp, erratic turns, leading to heavy braking and skidding, incongruent features and disjointed climbs and descents. Instead, it utilizes undulations and cambered turns to reward smooth, deliberate riding and maximize forward motions. A flow trail encourages a better understanding of the bicyclist/bicycle interface, allowing riders to reach that unique sensation of floating through the landscape.
    - Leading the user forward: A sense of discovery, combined with a design that maximizes a rider's forward momentum, helps to draw the user forward. The trail is never repetitive or predictable, nor is it "awkward", with a variety and innovation combining to create an intuitive feel.

Exhibit B

BID FORM

Item	**Cost**
Design Phase	$
Construction Phase	$
Total Guaranteed Maximum Price	**$**

Exhibit C

PROJECT SPECIFICATIONS, DESIGN STANDARDS, AND DETAILS

1. General Specifications

- **DESIGN STANDARDS.** Improvements shall be designed in conformance with City of Traverse City standards and specifications, and applicable policies and ordinances including the City's Tree Policy and Storm Water Ordinance. MDOT format line items shall be utilized for the final construction cost and as a basis of payment from the City. Construction Plans and Specifications shall be stamped by a Michigan licensed Professional Engineer.
- **FINAL DESIGN.** Final Design shall include the following considerations:
    - Existing wetland delineation and mitigation if required
    - Coordination to minimize overlap with the disc golf course
    - ADA compliance review and accommodation
    - Drainage and Erosion Control
    - Vegetation removal and replanting plan
    - Permanent trail signage and wayfinding
    - Construction schedule to be coordinated with planned events and summer camp programs
    - The consultant will identify and obtain all required permits prior to construction
    - An estimation of future annual trail maintenance costs including materials and crew hours.
    - Written construction plan to work with and address sandy soil structure present at Hickory Hills.

- **CONSTRUCTION PHASE**. The Contractor shall provide construction phase management, project close out and as built drawings. Additionally, the Contractor shall provide Trail Maps in both digital format and physical on-site installations.
- **TRAIL CONSTRUCTION BEST PRACTICES.** To satisfy erosion and sediment control requirements, the trail must be finished as the project advances. Ideally, all roughed-in corridors will be finished the same day. Any segments requiring delayed finishing must be approved in advance by the City.
- **CORRIDOR CLEARING.** Corridor clearing shall be confined to within five (5') feet of the centerline of the trail either side and back-slope edges. Corridor-clearing will be executed by Contractor trail crew after site-walk through with the City.
- **TRAIL FLAGGING.** A flag line will be pre-installed by the contractor and City. At least one flag in front and one behind will be visible marking the desired corridor (shown on map) for the trail roughly 30 feet wide. The trail will be built within the corridor at the discretion of the contractor. The City shall approve all proposed

deviations from the flagged corridor, final locations of bridges, puncheons, and trail features. During flagging, disc golf course and hiking trail interactions will be reviewed with representatives of the City. Final layout in those areas will adjust to minimize impact and maximize safety for all users.

- **DEBRIS.** Contractor will be responsible for hauling all woody debris off-site and will not leave and scatter in the woods. No debris shall be left within ten (10') feet of the trail. Butt-ends of any sawed limbs must face away from the trail.
- **ROCKS.** All rock embedded in the trail surface should be stable. When used in structures, care will be taken to match construction rock to rocks native to the area. Non-native rock may not be imported into the work area without approval of the City. This work site does not have many naturally occurring rocks, both below and above grade. Consideration should be made logistically and from a cost perspective. The costs to obtain rock to amend the trail from local sources should be made prior to proposal submission.
- **WOODY MATERIAL.** Contractor will be responsible for hauling all woody debris off-site and will not leave and scatter in the woods. Woody material such as stumps, logs, severed roots, and brush shall be removed from the finish trail tread surface. No stumps less than twelve (12") inches in diameter shall be left within five (5') feet of the trail tread. Stumps greater than 12" in diameter within (5') of trail tread shall be cut as flush to surrounding grade as possible. All limbs and branches that are removed from the trail corridor must be flush-cut with the trunk of the tree so as to not make a sharp projection.
- **FALL ZONE CLEARING.** Areas adjacent to Technical Trail Features TTF, referred to as Common Features, where visitors have a greater potential to exit the immediate trail corridor will be cleared of impact focusers; butt-end branches, stumps and rocks under six (6) inches in diameter.
- **BACK-SLOPE.** Back-slope of the trail tread should be graded to three-to-one (3:1) slope or until it matches the existing slope. In areas where the back-slope has the potential to become part of the active tread it must be finished to trail tread specifications.
- **TRAIL, FINISHED CONDITION.** Hand finishing and grading of the trail tread, back-slope, down-slope spoils, and drainage features shall result in a surface that matches the texture of the surrounding forest floor while enabling water to drain off the trail. The trail tread shall be thoroughly mechanically compacted by a vibration compactor. Compaction lifts should not exceed 4". Backhoe compaction is not a suitable compaction technique.
- **SPOILS STABILIZATION.** All excavated material not used in the trail tread or other trail structures must be stabilized. Spoils shall be distributed in a thin layer adjacent to the trail tread. Spoils may not be placed in drainages or swales. When possible, spoils

should be mulched with native materials to discourage erosion while native seed stocks reestablished.

- **TURNS.** All turns are in-sloped ("bermed"). Use generally acceptable values for turn radii and grades across the turns. All turns must include an entrance and exit rolling grade dip. Bermed turns should be abundant, are considered basic trail tread good practices and not calculated in the Common Features worksheets.
- **GRADE REVERSALS.** A designed grade reversal or constructed rolling grade dip should occur at least every thirty (30') feet and preferably more frequently. Any grade reversal must be strongly anchored to discourage short cutting. Grade reversals also double as flow elements: rollers, jumps and pump/rhythm sections, grade reversals, rolling grade dips, and rollers are considered basic trail tread good practices and not calculated in the Common Features worksheets. In this context, grade reversals and grade dip shapes, sizes and placements should reflect their placement within the system. Specific details will be determined by the contractor in partnership with the City.
- **ABOVE GRADE EARTHEN STRUCTURES.** Any portion of trail above the grade of its surroundings must be composed of mineral soil. If mineral soil is scarce, a rock core may be used so long as it provides less than fifty percent (50%) of the total volume of the structure. Use of duff, woody material, etc. is prohibited for above grade earthed structures. Above ground earthen structures should rarely exceed 48" above grade as to offer a natural aesthetic.

  Fill structures must have a fill slope of at least two-to-one (2:1) or the angle of repose of the local soil, whichever is greater. A retaining wall may be substituted for a fill slope with permission of the City. Fill structures must be completely stabilized and compacted. Acceptable techniques include track-packing or compaction via a mechanical vibration compactor. Hand tamping is not acceptable. Raw soil faces that do not become tread must be mulched and seeded in the same fashion as spoils and satisfy the terms of the project erosion control methodologies. Examples of above-grade earthen structures include aggressive grade-reversals, rollers, table-tops, step-ups, step-downs and turn pads on in-sloped switchbacks.

- **WATER DIVERSIONS.** The majority of the tread should be out-sloped at five percent (5%). When not possible or desirable due to purpose-built in-sloping, resource concerns or obstruction, water can be directed down the trail for up, but not exceeding six (6) feet before a water diversion location.
- **INVASIVE SPECIES.** To reduce the spread of invasive plant species, the following protocols are required:
    - All hand tools and mechanized equipment must be free of invasive seeds and clean of any dirt and mud when entering the project site.

- Consideration should be made while trail clearing and construction through areas occupied by invasive species (such areas to be identified by the City) as to not propagate as construction progresses.
- Considerations for identification of and mitigating the transmission of Oak Wilt, Hemlock Woolly Adelgid transmission, garlic mustard known to be on or near the jobsite. Other known invasive species known to be in northern Michigan should be considered and mitigated.

- **FILTER STRIPS.** Filter strips are vegetated areas down-slope of the trail corridor intended to treat sheet flows coming off the tread. Filter strips function by slowing down flow velocities, filtering out sediments and providing an opportunity for infiltration into the underlying soils. Properly mulched spoils may be designated as part of the filter strip. Filter strips shall not be used as regular travel-ways for equipment and materials. Areas with inadequate filter strip capacity above water-ways may require installation of formal erosion control measures to satisfy erosion and sediment control methodologies.

- **MECHANIZED EQUIPMENT BEST PRACTICES.** All track marks will be raked smooth. Affected area will be finished to have a natural shape, spoils piles rounded, smoothed and cleared of significant brush, blade edges blended, etc. A spill kit suitable for five gallons of fluid will be onsite and within 200 yards of mechanized equipment whenever equipment is being operated.

- **ACCESS AND HAUL ROUTES.** The Contractor shall make their own investigation of the condition of available public or private roads to determine clearances, restrictions, and other limitations that affect transportation at the job site. Existing roads and ski trails are available for the Contractor's use provided they are inside the project boundary. The Contractor will repair any damage on existing roads or ski trails caused by the Contractor.

- **PRESERVATION OF VEGETATION.** Trees of approximately 3" DBH and greater will be required to serve as trail anchors. Trees greater than 4" DBH will not be removed unless it is required to achieve the specified trail width, or poses a safety risk and not without written approval from the City's Arborist prior to removal. All trees proposed for removal will be flagged and presented to the City via map. The Contractor shall exercise care to preserve the natural landscape, including trees and shrubs, and shall conduct construction operations so as to prevent any unnecessary destruction, scarring, or defacing of the natural surroundings in the vicinity of the work. Except where clearing is required for permanent works or excavation operation, all trees, native shrubbery, and vegetation shall be preserved and protected from damage by the Contractor's construction operations and equipment. Scarring of trees is to be avoided. Special consideration should be made not to scar Oak trees as to mitigate Oak Wilt transmission. All unnecessary destruction, scarring, damage or defacing of the landscape resulting from the Contractor's operations, shall be repaired, replanted, reseeded or otherwise corrected as directed by the Client and at the Contractor's

expense. After completion of the work, all areas distributed by construction that do not require landscaping or planting, shall be scarified and left in a condition which will facilitate natural vegetation, provide for proper drainage and prevent erosion.

- **GROUND DISTURBANCE.** The grading limits along the trail corridor are defined by the approved tread width plus additional width defined by the required back-sloping, unless further excavation is required for prescribed features, as approved, and performed according to **Preservation of Vegetation**. Equipment therein should not exert ground pressures greater than 6psi and rutting should be avoided outside grading limits along the corridor, by limiting traffic intensity and avoiding wet soil conditions, and corrected as per **Preservation of Vegetation**. Equipment exceeding the 6 psi limit and operations with high traffic intensities that may result in rutting must be limited to existing logging roads/2-track. Machine traffic outside the trail corridor or access drives must be limited and may occur only when required for safe operation, emergency, repair or as part of a pre-approved haul plan. Equipment must not exert ground pressures greater than 6psi and rutting/disturbance must be corrected according to **Preservation of Vegetation**.

- **PLANTING**. Trees shall be planted in accordance with City standards. Trees will be replaced 1:1 at a minimum of 2.5" caliper. A proposed planting plan will be required. Species and approximate locations will be approved by the City Arborist. The contractor will be responsible for mapping potential tree planting locations.

- **EROSION AND SEDIMENTATION CONTROL**
  If the work of the contract creates potential for soil erosion or silt migration over areas of mature vegetation or natural areas, the contractor will be responsible for providing silt fence, straw bales or other suitable containment. Such work includes, but is not limited to, culvert cleaning, excess dirt generation from drainage dip and ditch cleaning, and disposal of slough or silt trap material. This does not include newly graded ditch line. Prior to grading activities, remove and stockpile duff. After grading activities are complete, naturalize the trail corridor by scattering the saved duff on and alongside the newly restored trail (on any disturbed or scattered soils). The intent is for the duff to naturalize the newly restored trail way and to provide erosion prevention. Do not create a berm with the duff. Do not place materials in stream channels, drainage-ways, ditches, culvert inlets, or other locations where they would prevent the free flow of water away from the trail bed.

2. Design Standards and Details

A. Beginner Loop (Green) Hickory Valley 1.43 miles

● **Trail Description:** This trail will be popular with youth, families and those new to off-road cycling. It will be mountain bike optimized. The trail will embrace the flow style of trail building, which will incorporate frequent grade reversals, berms or in sloped turns and rollers. Trail features will accent the natural form of the terrain to the maximum extent practicable.

● **New Trail Construction 8078'** linear feet estimated per flagged and mapped alignment.
● **Trail Direction:** One Way, traveled in alternate direction on specific days.

● The trail should be rich in Common Features.
● **Trail Width:** 36" wide trail
● **Trail Grades:** Average grade of 3-5%, and maximum sustained grades of 10% on natural soils.

B. Intermediate loop (blue) Forested hillside boundary trail 3.8 miles

● **Trail Description:** This trail will appeal to riders of intermediate and advanced skill levels. This will be a flow trail, which embraces technical trail features. The intermediate trail is planned to explore the forested hillsides above the valley floor, which forms a 3.80 mi loop following the property boundary to the extent which terrain and other constraints (such as disc golf) allow. In order to realize some variety, it is envisioned to incorporate imported rock material and additional amendments to enhance the tread surface.

● **New Trail Construction:** 20,064' linear feet estimated per flagged and mapped alignment.
● **Trail Direction:** One Way, traveled in alternate direction on specific day, with a one-way intermediate gravity trail spur.
● The trail should be rich in Common Features.
● **Trail Width:** 24" wide trail tread.
● **Trail Grade:** Avg. 10% or less trail grades. Maximum of 15% trail grade soils permitting.

C. Advanced loop (black) loop extension off blue 0.77 miles

● **Trail Description:** These trails will appeal to riders of intermediate and advanced skill levels. The two advanced trails will offer 0.77 miles of optional technical trail experiences for riders following the intermediate loop trail. The trails will be accessed by trailheads located adjacent to the existing Hickory Hills Parking Lot. The trails will have larger features, drops, jumps, and obstacles typical with advanced downhill style trails. When possible, they will have options to allow progression on features.

● **New Trail Construction:** 4,065' linear feet estimated per flagged and mapped alignment.
● **Trail Direction:** One Way, downhill.
● The trail should be rich in Common Features.
● **Trail Width:** 24-36" wide trail tread.
● **Trail Grade:** Avg. 10% or less trail grades. Maximum of 15% trail grade soils permitting.

D. Advanced spur off blue loop 0.37 miles

● **Trail Description:** To take advantage of the vertical relief of blue, an intermediate one-way gravity trail is included, which allows riders to descend ~0.37 mi from the overlook on the north side of the valley to the green loop below.

● **New Trail Construction:** 1971' linear feet estimated per flagged and mapped alignment.

● **Trail Direction:** One Way, downhill.

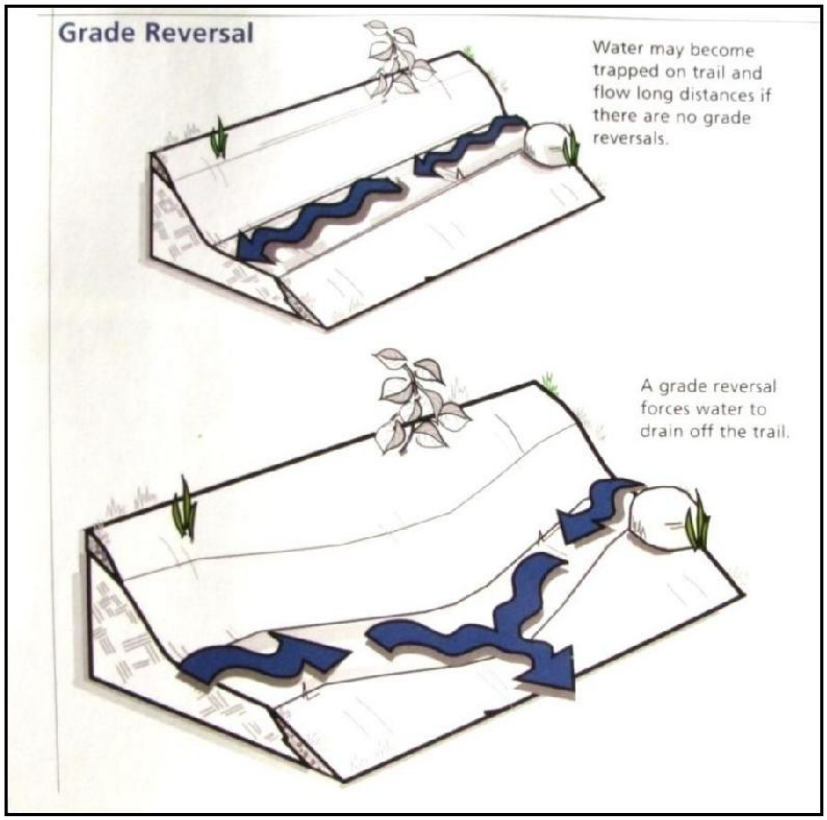
● The trail should be rich in Common Features.
● **Trail Width:** 24-36” wide trail tread.
● **Trail Grade:** Avg. 10% or less trail grades. Maximum of 15% trail grade soils permitting.

TRAIL TREAD AND ATTRIBUTES OF GOOD TREAD PRACTICES

● **Natural contours of the site topography, grade reversals, grade dips, turn berms, rollers and switch backs are considered basic trail tread good practices and figured into the linear foot tread price.**

TREAD - The surface portion of a trail upon which users travel. Consideration must be made to stabilize trail tread within the unique confines of Hickory Hills glacial sand soil-type. Specific tread widths are a function of their location in the system and trail difficulty designation. Tread widths in areas of dynamic flow, landings and in-sloped turns, for example, may be wider to accommodate the full range of riding experiences. Significant deviations from these examples require approval from the City. **Trail tread should be made of a soil-type mixture other than solely sand.** The best soil type for tread is a mixture of clay, silt, and sand. If the soil type is lacking any one of these, the contractor may add material to supplement what is missing. The tread materials ratio or building technique is to be specified by the contractor and should be reflected in the proposal. Consideration should be made for importing some amount of trail amendments.

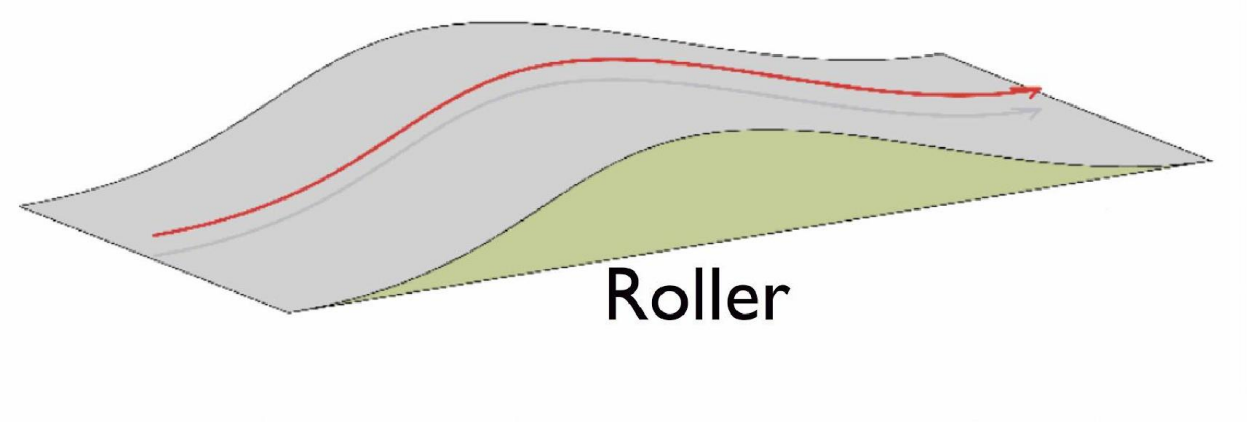
GRADE REVERSALS and GRADE DIPS- Rolling grade dips are useful in draining water from a trail whose grade is too steep to be drained by a knick alone. ***Target Density: approximately 50-175 per mile in combination rollers.***



GRADE REVERSAL: Reverse the grade for drainage, about every 20-30 ft.

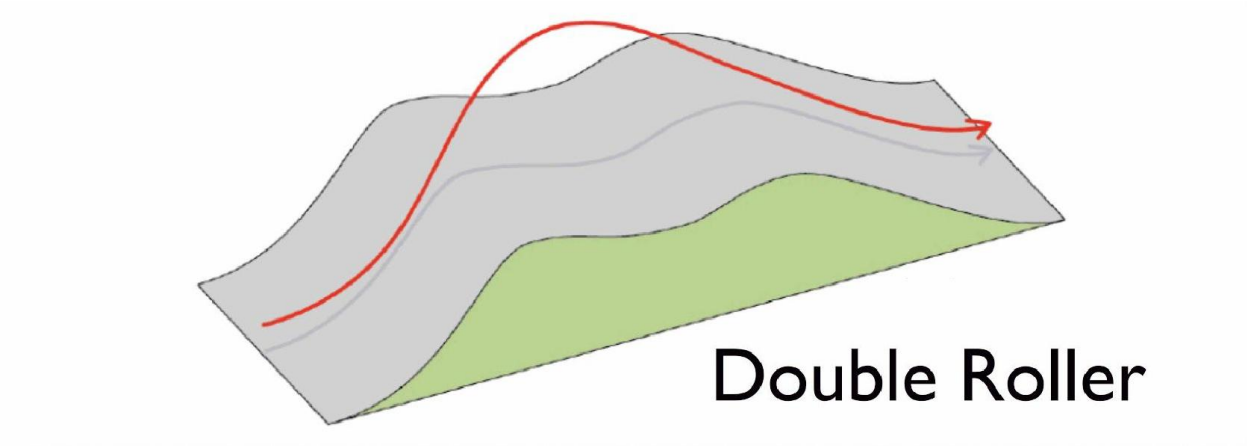
Looks like a natural dip in trail.

TURN-BERMS - TURNS.



ROLLER - A mound of earth that can be ridden over or jumped. Rollers on beginner trails not to exceed 24” (unless otherwise noted) and rollers on Intermediate trails not to exceed 48”. Rollers are considered basic trail tread good practices, helping to keep water from flowing down the trail and create a playful experience. Rollers or grade reversals should generally occur every 30-100'.

Target Density: approximately 50-175 per mile in combination with grade reversals.



DOUBLE ROLLERS - Two rollers next to each other, the spacing of the rollers allows for advanced riders to carry their speed and jump the trough between the two peaks.

COMMON FEATURE TYPES AND QUANTITIES

Hickory Hills should maximize the use of COMMON FEATURES that fit the natural contours of the site. Maximizing these COMMON FEATURES would include additional rollers, berms, table-tops, step-ups, step-downs and drops **outside the natural contours of the site topography's rollers, grade reversals, turn berms that are considered basic trail tread good practices** and conform to the specification of ABOVE GRADE EARTHEN STRUCTURES.

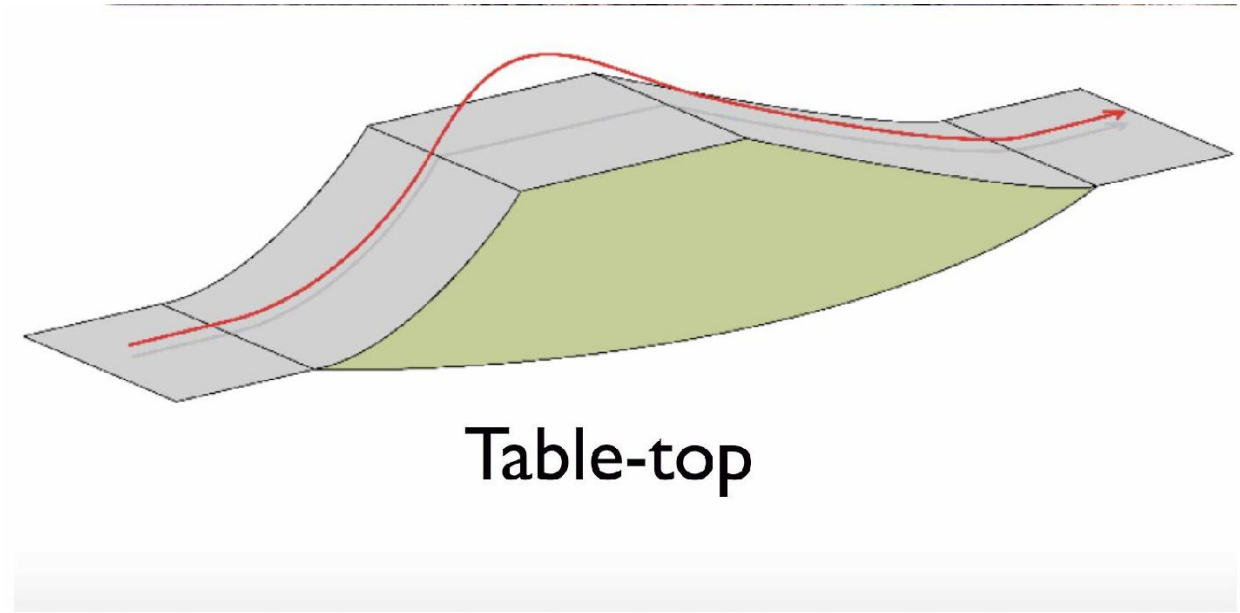
RIDEABLE FEATURE/OPTIONAL-LINE - All features except Qualifier Obstacles, should be roll able and have an optional "ride-around" line. Ride-arounds should not take the user away from the trail tread servicing the feature. Rideable optional lines help users to gauge speed and difficulty prior to riding the actual feature. Rideable features aid in the philosophy of "Pre-ride. Re-ride. Free-ride." All COMMON FEATURES should have cleared landing zones.

Trail COMMON FEATURES should be made of a soil-type mixture other than solely sand. The COMMON FEATURES materials ratio or building technique is to be specified by the contractor and should be reflected in the proposal. Consideration should be made for importing some amount of trail amendments to provide durability for all finished features.

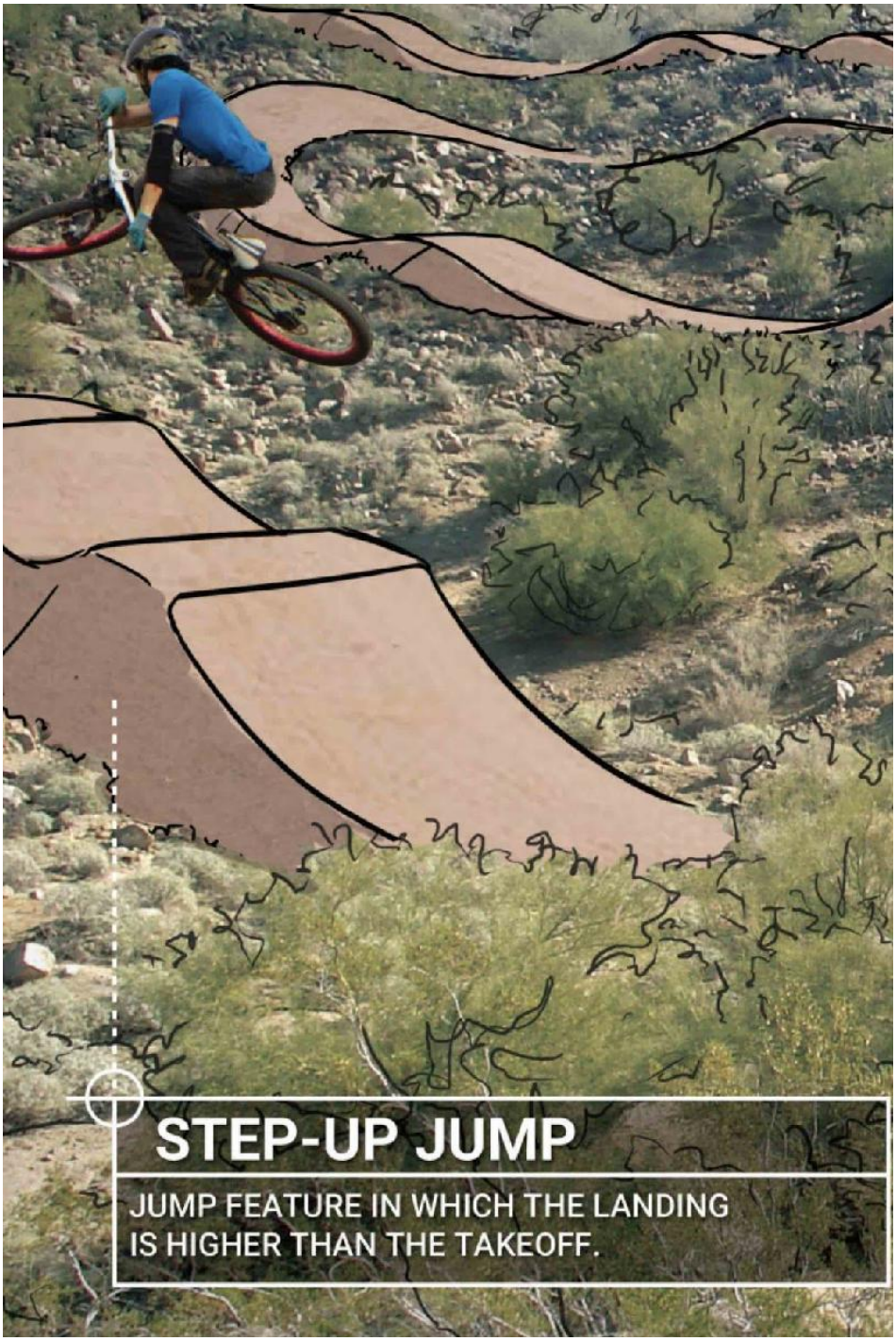
The following terms are considered to be COMMON FEATURES:

BERMS - A banked corner that is larger than a basic turn-berm and constitutes a feature. A berm that can be ridden faster than a flat corner. A very common trail feature for this trail. Generally >36” in height measured from grade to backside of berm lip. ***Target Density: 10 per Mile.***

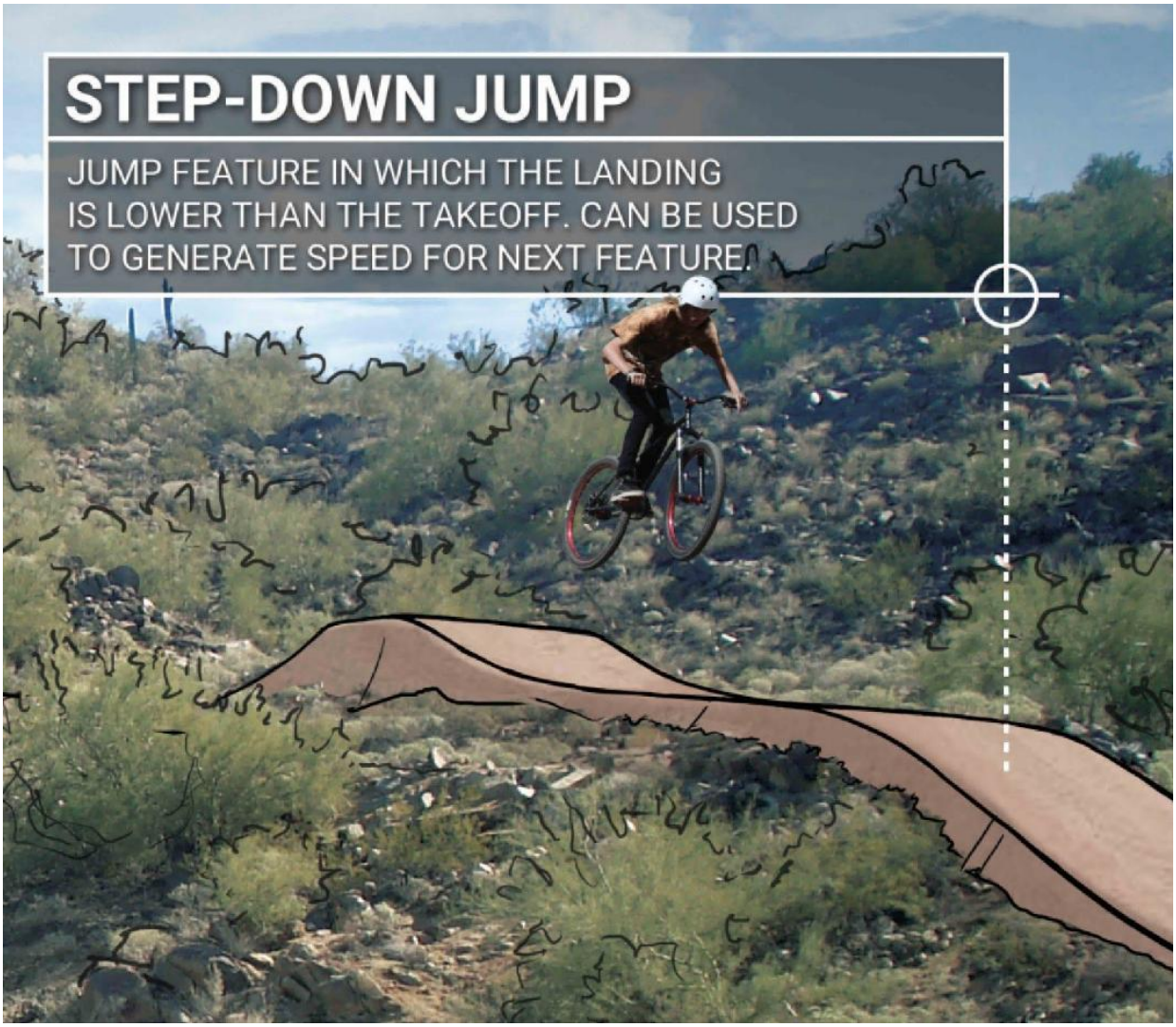
TABLE-TOP - A jump with a flat layer of dirt across the top. Table-tops on Beginner trails are to not exceed 24” in height. Table-tops on Intermediate trails not to exceed 48” in height. The top of Table-top length and down ramp are to be proportional to the launch in order to make a down ramp transition when jumping. Considerations should be made for use during alternate direction days, unless built on a one-way trail. ***Target Density: 5 per mile.***



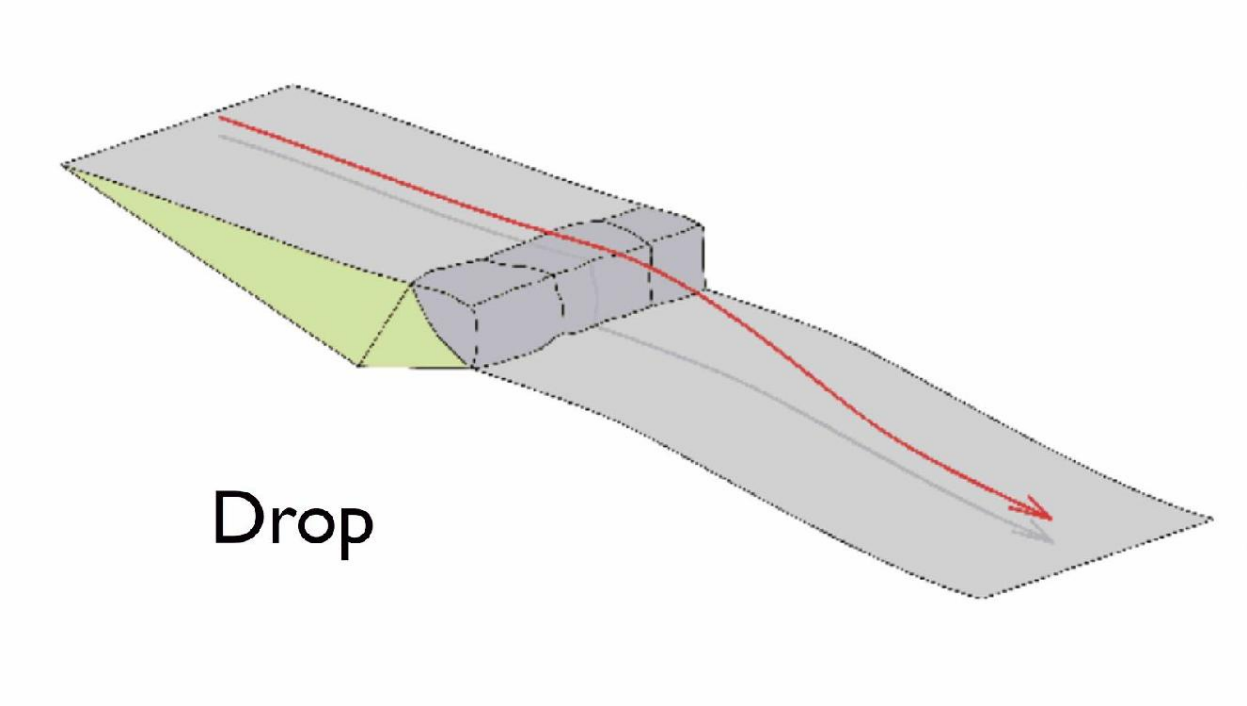
STEP-UP - A jump where the landing is higher than the take off. A Step-up jump should always be gravity fed. The finished elevation height of the roll-in section should be 3 times higher than that of the finished elevation height of the launch section. All step-ups should be roll able with no mandatory gaps or gap hazards. Step-ups should function as Step-downs on alternate direction days whenever possible. ***Target Density: 2 per mile.***



STEP-DOWN - A jump where the landing is lower than the take off. All step-downs should be roll able with no mandatory gaps or gap hazards. Step-downs should function as Step-ups on alternate direction days whenever possible. ***Target Density: 2 per mile.***



DROP - A drop (like a ledge) you need to get your bike over or down. Drops should not exceed 6” on beginner trails and 18” on intermediate trails. Most drops will not have native material directly present, consideration should be made to import suitable rock material. All drops should be roll able with no mandatory gaps or gap hazards. ***Target Density: 6 per mile.***



QUALIFIER OBSTACLE - A trail filter, sometimes referred to as a gateway or qualifier, is a high-skill-level, low-consequence obstacle that demonstrates the difficulty of the upcoming trail or trail features. Within the first 10’ of the differing difficulty trail intersections, a qualifier obstacle should be placed. Qualifier obstacles should have anchor and control features to inhibit ride around. The Contractor will place trail rating signs at intersections of Qualifier obstacles.

EXHIBIT D

DESIGN.
CONSTRUCTION.
CONSULTING.

HICKORY HILLS MTB TRAIL CONCEPT PLAN
03.22.22

TO: PRESERVE HICKORY ET AL.

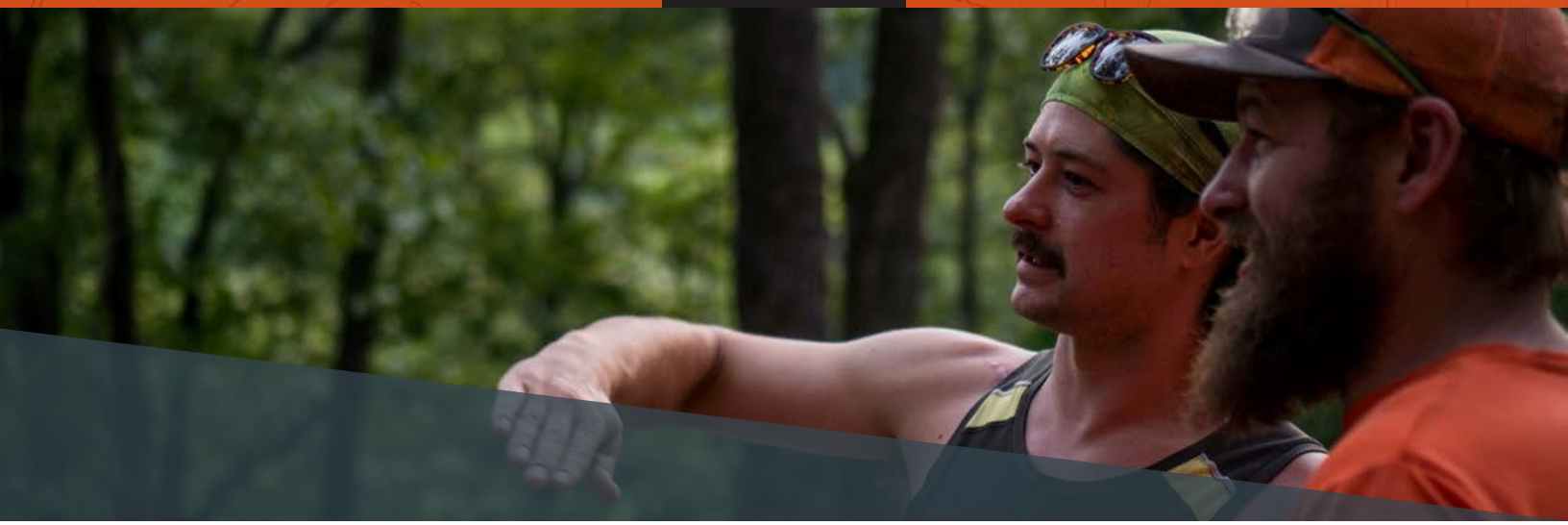
EXECUTIVE SUMMARY

Rock Solid Trail Contracting, LLC. is pleased to present this Concept Plan for Mountain Bike Trails at Hickory Hills Preserve in Traverse City Michigan, on behalf of Preserve Hickory, the City of Traverse City, and El Norte.

Under the guidance of a steering committee assembled by these proponents, Rock Solid developed a concept plan for an approximately 6.3 mile network including beginner, intermediate and advanced trails. The 1.42 mi beginner trail is planned to circumnavigate the floor and toeslopes of the small valley at the heart of Hickory Hills. An intermediate is trail planned to explore the forested hillsides above the valley floor, which forms a 3.80 mi loop following the property boundary to the extent which terrain and other constraints (such as disc golf) allow. To take advantage of the vertical relief an intermediate, one-way gravity trail is included, which allows riders to descend ~0.37 mi from the overlook on the north side of the valley to the green loop below. Finally, two advanced trails will offer 0.77 miles of optional technical trail experiences for riders following the intermediate loop trail. The trails will be accessed by trailheads located adjacent to the existing Hickory Hills Parking Lot.

Rock Solid estimates that total trail construction costs would range between $250,000 and $350,000. Rock Solid estimates construction for the beginner trail would likely cost between $71,000 and $115,000. Construction for the intermediate loop would likely cost between $92,000 and $142,000, with the intermediate gravity line costing likely $18,000 and $28,000. Advanced trails are estimated to cost $27,000 to $45,000.

Some segments of trail may require capping to create a firm, sustainable tread surface. Additionally some areas will likely require advanced erosion control techniques, such as placement of jute-net erosion control blankets, sediment control logs and/or seeding on cut/fill sloeps. Capping and advanced erosion control are most likely nescessary where flowy trails cross ski slopes or through areas of open canopy. Finally, a costly rock retaining wall may be required to support a portion(s) of Segment 1.4. Feature richness, erosion control methods, the extend of capping, retaining walls and source of rock are appropriate details to consider during the design phase, prior to soliciting bids for construction. These factors are likely to push project costs towards the high end of the estimated range.



SANDY SOILS

Leelanau Kalkaska loamy sands (or similar) dominate most of the project area, with sand dominated soils expected to 24" or more. While excessively well drained, these soils often lack binding capacity required to form durable tread, often limiting the maximum grade of the trail and features that can be constructed. Max trail grades exceeding ~10% may not be sustainable, and would be constructed at the discretion of the builder. Some segments of planned trail will require advanced erosion control drawings to be prepared during the design phase. Rock Solid recommends jute net erosion control blankets. See Trail Matrix Notes for detail.

In addition, to erosion control plans, constructing flowy trails greater than 36" wide may present sustainability challenges. It is likely that sections of flowy trail will require capping to at least 12" in depth. Trail features such as tabletops will likely require imported fill, capping and/or armoring.

WETLANDS

Rock Solid developed concept trails to avoid wetland areas to the extent practicable. If wetland crossings are unavoidable, the shortest crossing location will be identified during the design phase. Rock Solid recommends utilizing 4' wide cedar boardwalks with non-slip coating and supported by twin stringers to span wetland crossings. Wetland crossings will likely require a permit.

TREE REMOVAL

To promote soil stability, Rock Solid recommends clearing only woody vegetation that poses a safety risk or obstructs sight lines. Trees of approximately 3" DBH and greater will be required to serve as trail anchors. Any tree greater than 4" DBH requires city approval before removal. Trees greater than 4" DBH will not be removed unless it is required to achieve the specified trail width, or poses a safety risk.

DISC GOLF

Hickory Hills is host to a 24 hole, liesure-class disc golf course. Concept trails do not cross fairways (except for Segment 3.1) and avoids pins, a feature which should be carried forward through construction. See Trail Matrix notes for detail.

ESTIMATED CONSTRUCTION TIME

Rock Solid estimates that construction of the proposed 6.3 miles would take between 21 and 35 weeks, depending in on the final budget and trail specifications. Selecting a trail building contractor who can assign multiple crews to work concurrently on the project would condense the construction window.

RECOMMENDED EQUIPMENT

Rock Solid recommends the use of a mini-excavator similar to Bobcat E10 or Kubota U-17 (not to exceed 50" in width), which reflects our experience working in sandy soil conditions. Appropriate hand and power tools would include a McLeod, fine rake, square point shovel, axe & pick mattock, rock hammer, loppers, walk-behind tracked cannycom, steel plate compactor & chainsaw. Additional hand and power tools may be utilized at the discretion of the builder.

GLOSSARY OF TRAIL & FEATURE TERMS

TRADITIONAL TRAIL

Traditional trails are associated primarily with a user's desire to travel longer distances, experience nature, and challenge their riding skills. Often referred to as cross-country, XC trail and singletrack these trails are usually minimally built into the existing landscape with a low feature frequency. Trail direction can be one or two-way climbing and descending. Trail use can be shared or single-use (bike only). Some trail features found might be rock gardens, rollers, rock overs, ledges, drops, skinnies, roots, small berms and jumps.

Traditional trails typically cost between $30,000 - $50,000+ per mile, depending difficulty of terrain.

FLOWY TRAIL

Flowy trails are associated with a user's desire to have a roller coaster-like experience, with lots of fluid up/down, left/right changes in direction via rollers and berms. Features are shaped and spaced to help riders maintain speed and momentum. Flowy trails are often slightly wider than traditional or technical trails to allow for more side to side play and wider landing areas for features that allow riders to get airborne. Feature frequency can be high with features like rollers, berms, jumps, and drops. Trail direction is typically one-way descents, but since climbs can be designed to be flowy as well, a two-way trail with flowy sections is possible as long as the descent sections don't create impossible climbing sections or unnecessary risk of high speed collisions for riders traveling in the opposite direction.

Flowy trails typically cost between $45,000 - $75,000+ per mile, depending difficulty of terrain and feature richness.

GRAVITY TRAIL

Gravity trails are typically associated with one-way descending experiences that include technical and flow features. Common industry terms are flow trail (rollers, berms, jumps), technical trail (steep, rocky, technical), and freeride trail (feature-rich with man-made wooden structures such as wall rides). Trail feature frequency is high and can include rock gardens, rock overs, roll downs ledges, drops, berms, skinnies, jumps, wooden structures. Single-use (bike only) trail use due to higher speeds and terrain that is not conducive to walking, it is not recommended to allow foot traffic.

Gravity trails can be flowy or traditional; influencing cost accordingly.

SKILLS FEATURES

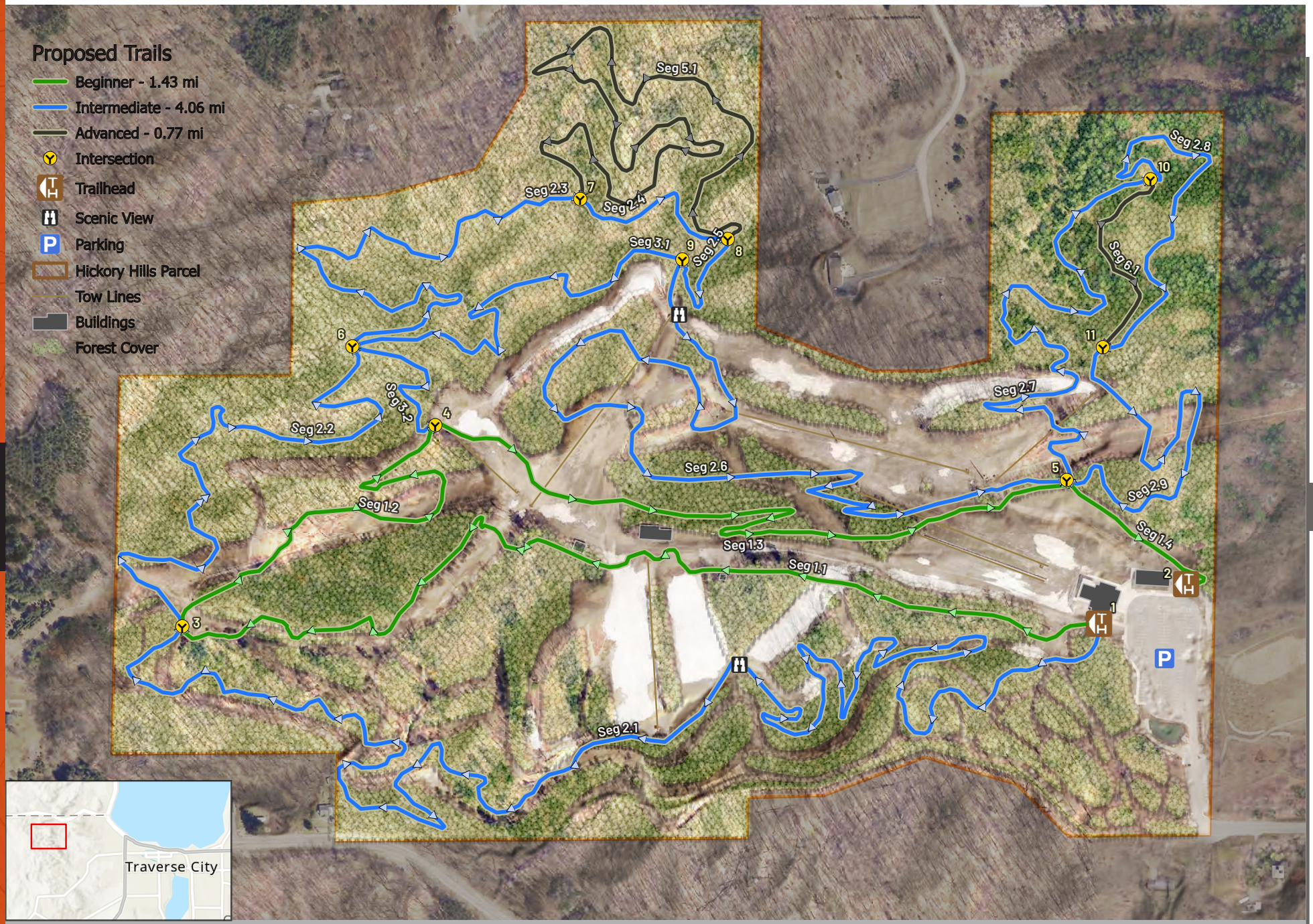
Skills features are mainly novice-beginner level, and entry level intermediate. They are intended to focus on developing a specific mountain bike handling maneuver. Then, the learned skill is later applied to a trail feature setting. They are 'manicured' and safe features intended to foster rider progression and confidence. Some skills stations are configured as small mini session zones. Once you complete a feature, pedal back up and hit it again!

Skills features typically cost between $1,500 and $6,000 depending on their configuration, if local or imported materials are used, or if shop fabrication is required. Elaborate features or skills zones incorporating hard surfaces can exceed this range.

TRAIL FEATURES

A trail feature is one that more seamlessly fits into the trail experience, and therefore is less manicured. Features are often made opportunistically to capture unique elements of the landscape. For example a rock ledge or a fallen tree. Features will often pose a technical or aerial challenge for intermediate and advanced riders, and require a higher degree of precision to successfully navigate. Trail features on intermediate and advanced trails may or may not be optional/to the side. Optional, easier routes around technical trail features allow riders to keep riding, rather than having to dismount from their bike when encountering a trail feature they are not comfortable to ride. Trail features are typically not intended to be session zones.

Trails features typically cost between $500 and $2,500 depending on their configuration. Features requiring wood or metal fabrication can exceed this range.



Hickory Hills MTB Concept Trails

ROCK SOLID TRAIL CONTRACTING

Jon Schubbe: 3/18/2022

Call direct: 651.238.3292
jon@rocksolidtrails.

HICKORY HILLS CONCEPT TRAIL MATRIX

Beginner Loop

Trail Number	Trail Segment	Difficulty	Status	Trail Type	Direction	User	Ave Trail Grade	Max Climb Grade	Max Descend Grade	Tread Width	Length (ft)	Notes
1	1.1	Beg	CnptTrl	Flow	One-way	Bike Optimized	4%	7%	10%	36-48"	3072	Firm trail surface with berms and rollers. Design Recommendations: Location & specs for three skills features. capping and erosion control plans as nescessary.
1	1.3	Beg	CnptTrl	Flow	One-way	Bike Optimized	4%	7%	10%	36-48"	1525	Firm trail surface with berms and rollers. Design Recs: Location & specs for one skills feature. capping and erosion control plans as nescessary.
1	1.4	Beg	CnptTrl	Flow	One-way	Bike Optimized	4%	7%	10%	36-48"	2350	Firm trail surface with berms and rollers. Design Recs: Location & specs for two skill features. capping and erosion control plans as nescessary.
1	1.5	Beg	CnptTrl	Flow	Two-way	Bike Optimized	4%	7%	10%	36-48"	536	Firm trail surface with berms and rollers. Design Recs: capping and erosion control plans as nescessary; location and design of retaining wall supported berm; trailhead configuration to control bike traffic
TOTAL LENGTH											7482	

Intermediate Loop

2	2.1	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	6388	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan esp where trail is routed across exsting ski trails or graded slops; location & specs for three trail feature
2	2.2	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	2137	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan esp where trail is routed across exsting ski trails or graded slopes; location & specs for one trail feature
2	2.3	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	1943	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan; location & specs for one trail feature
2	2.4	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	551	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan as necessary
2	2.5	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	377	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan; final route needs to consider configuration of disc golf tees and pins
2	2.6	Int	CnptTrl	Traditional	One-way	Bike Optimized	5-7%	10%	10%*	24-36"	3571	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan esp where trail crosses ski slopes; consider tees & pins near I-9; location & specs for 3 trail features
2	2.7	Int	CnptTrl	Flow	One-way	Bike Optimized	5-6%	10%	10%*	36-48"	2232	Firm trail surface with berms and rollers. Design Recs: Location & specs for two trail features; capping and erosion control plans as nescessary.
2	2.8	Int	CnptTrl	Flow	One-way	Bike Optimized	5-6%	10%	10%*	36-48"	1290	Firm trail surface with berms and rollers. Design Recs: Location & specs for two trail features; capping and erosion control plans as nescessary.
2	2.9	Int	CnptTrl	Flow	One-way	Bike Optimized	5-6%	10%	10%*	36-48"	1469	Firm trail surface with berms and rollers. Design Recs: Location & specs for one trail features; capping and erosion control plans as nescessary.
TOTAL LENGTH											19958	

Intermediate Gravity

3	3.1	Int	CnptTrl	Flow	One-way Downhill	Bike Optimized	6%	10%	10%*	36-48"	1423	Firm trail surface with berms and rollers. Design Recs: Location & specs for four trail features; capping and erosion control plans as nescessary; consider tees & pins near I-9
3	3.2	Int	CnptTrl	Flow	One-way Downhill	Bike Optimized	6%	10%	10%*	36-48"	547	Firm trail surface with berms and rollers. Design Recs: Location & specs for one trail feature; capping and erosion control plans as nescessary.
TOTAL LENGTH											1971	

Advanced Trails

5	5.1	Adv	CnptTrl	Traditional	One-way	Bike Optimized	7%	12%*	10%*	12-24"	3399	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan as necessary; loation and specs for trail feature configured as log or fabbed skinny
6	6.1	Adv	CnptTrl	Flow	One-way Downhill	Bike Optimized	7%	10%	10%*	12-24"	648	Trail tread with some sections of rough or loose tread and exposed natural obstacles, such as roots and rocks. Design Recs: erosion control plan as necessary; loation and specs for trail feature configured as log or fabbed skinny
TOTAL LENGTH											4047	

SUMMARY

TOTAL BEGINNER LOOP	7482
TOTAL INTERMEDIATE LOOP	19958
TOTAL INTERMEDIATE GRAVITY	1971
TOTAL ADVANCED TRAILS	4047
TOTAL	21928

HICKORY HILLS CONCEPT POINTS OF INTEREST MATRIX

Map Label	Trail Wayfinding Posts	Map or Information Kiosks	Notes
Trailhead			
1	2	2+	Main trailhead. Design Recommend: Construction drawings depicting the speficiations and layout of fencing, welcome kiosk, final map kiosk, informational poster kiosk, pay kiosk, etc
2	1	1	Secondary Trailhead. One trail name. Design Recs.: Construction drawings depicting the speficiations and layout of fencing/boulders, final map kiosk, informational poster kiosk, pay kiosk, and wayfinding to keep riders from shooting out into parking lot
Intersection			
3	4	0	Two trail name posts, two-one way do not enter (OWDNE). Design Recs.: detail intersection of two, one-way trails
4	3	0	One trail name, two OWDNE posts. Design Recs.: detail intersection of two, one-way trails
5	5	1	Two trail names, three OWDNE posts Design Recs: detailed interseciton drawing
6	4	0	Two trail name, two OWDNE posts. Design Recommendations: detail intersection of two, one-way trails
7	3	0	One trail name, two OWDNE posts. Design recs: detailed intersection drawing
8	2	1	Two trail name posts. Design recs: detailed intersection drawing
9	2	1	Two trail name posts. Design Recs.: intersection between XC trail & DH trail detailing generic filter for DH trail
10	2	0	Two trail name posts
11	3	0	One Trail Name, two OWDNE posts
Other			
none	none	none	Parking lot improvements not recommended.
none	none	1?	Design Recs.: benches and table configured as resting area/small gathering space, optional map/info Kiosk
none	none	1?	Design Recs.: benches and table configured as resting area/small gathering space, optional map/info kiosk

EXHIBIT E

CITY OF TRAVERSE CITY
CONSTRUCTION CONTRACT

PROJECT: HICKORY HILLS MOUNTAIN BIKE TRAIL DESIGN AND BUILD

LOCATION: HICKORY HILLS RECREATION AREA, 2000 Randolph St., Traverse City, MI 49684

THIS CONTRACT is made this _____ day of _____, 2026, by and between the City of Traverse City, a Michigan Municipal Corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan, 49684, (the "City"), and _____, a _____ corporation, whose address is _____, (the "Contractor");

WHEREAS, the parties wish to accomplish improvements at the above location and have solicited and submitted a bid for such improvements;

THEREFORE, the parties mutually agree as follows:

1. Contract Documents. The following shall be deemed to be a part of this Contract:

   A. Cover
   B. Index
   C. Advertisement
   D. Instruction to Bidders
   E. Affidavit of Non-Collusion
   F. Bid
   G. Legal Status of Bidder
   H. City Commissioner Disclosure Form
   I. Contract
   J. Performance Bond with maintenance and guarantee obligations
   K. Payment Bond
   L. Notice to Proceed
   M. Authorization for Change(s)
   N. Contractor's Declaration
   O. Contractor's Affidavit
   P. Special Provisions and Technical Specifications
   Q. Plans and Details
   R. Appendix A

2. Scope of the Work - Subject Matter. The Contractor, under penalty of bond attached, shall furnish all labor, materials, equipment and appliances necessary and do all the work as set forth in the bid for the above project according to the specifications, plans, bids, bonds and other Contract documents which are a part of this Contract, in a manner, time and place as herein set forth.

3. Period of Performance. The services to be rendered under this Contract shall commence upon issuance of the Notice to Proceed. The Contract working time shall be _____**(__) days** with an intended completion date of _____
Should the Contractor be obstructed or delayed in the prosecution or completion of its work by any act, neglect or default of the City, then the time herein fixed for completion of the work shall be extended for a period equivalent to the time lost by reason of such delay for the causes herein mentioned. The duration of such extension shall be determined by the City Engineer.

4. Compensation and Method of Payment.

A. The City shall pay to the Contractor and the Contractor guarantees that the maximum amount payable by City as full compensation for services under this Agreement, including preliminary stage design and construction, will not exceed $[To be determined] (the "Guaranteed Maximum Price"), subject to increases or decreases for changes in the scope of work properly authorized pursuant to the terms of this Agreement. The Guaranteed Maximum Price shall include all taxes in the cost of the Project which are or may be legally enacted during the construction of the Project.

If the final Guaranteed Maximum Price, as duly adjusted during the term of the Agreement, is less than the Guaranteed Maximum Price, City shall pay Contractor 25 percent of the difference of the Guaranteed Maximum Price and the final Contract Price. Such payment shall become due at the end of the correction period established in the General Specifications.

B. Change of Guaranteed Maximum Price. The amount of any increases or decreases in the Guaranteed Maximum Price, which results from a Change Order, shall be set forth in the applicable Change Order subject to the following:
   1. In the case of net additions in the scope of work, the amounts of any increase in the Guaranteed Maximum Price shall be proportional to the increase in price for such additions to the scope of work, exclusive of any mark-ups for profit, overhead, or fees of Contractor.
   2. In the case of net deletions in the scope of work, the amount of any decrease in the Guaranteed Maximum Price shall be proportional to the decrease in price for such deletions to the scope of work.

C. If Contractor wishes to make a claim for an increase in the Guaranteed Maximum Price, an increase in its fee, or an extension in the Completion Date(s), it shall give City written notice thereof within *[number of days]* days after the occurrence of the event giving rise to such a claim. This notice shall be given by Contractor before proceeding to execute any work, except in an emergency endangering life or property in which case Contractor shall act, at its discretion, to prevent threatened damage, injury, or loss. Claims arising from the delay shall be made within *[number of days]* days after the delay, subject to the provisions as outlined in Section 3. No such claim shall be valid unless so made. If City and Contractor

cannot agree on the amount of the adjustment in the Guaranteed Maximum Price, it shall be determined pursuant to the dispute resolution provisions of this Agreement. Any change in the Guaranteed Maximum Price, or Completion Date(s) resulting from such claim shall be authorized by Change Order.

D. The City shall have authority to order minor changes in the Project not involving an adjustment in the Guaranteed Maximum Price or an extension of the Substantial Completion Date(s) and not inconsistent with the intent of the Plans and Specifications. Such Changes may be effected by written order to the Contractor.

5. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

Additionally, in the event this Agreement is subject to Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, the provisions contained in Contract Document S. Appendix A shall apply.

6. Independent Contractor. The relationship of the Contractor to the City is that of an independent contractor and in accordance therewith, the Contractor covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers or agents will claim to be an officer, employee or agent of the City or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the services provided by the Contractor to be a joint venture.

7. Maintenance and Guarantee. For one year after the date of final payment, the Contractor shall maintain and repair the work. Any work which is found to be defective shall promptly and without cost to the City and in accordance with the City's written instructions, be corrected or replaced with non-defective work. If the City determines that work must be replaced, the Contractor shall promptly replace the work. If the Contractor believes that replacement of the work was unreasonable and only repair of the work should have been ordered by the City, the Contractor may file a claim against the City for the difference in cost, and, if the City disagrees with said claim, may pursue such claim in a court of competent jurisdiction and venue. If the Contractor does not promptly repair or replace the work pursuant to the City's

directions, the City may itself correct the defective work or may have the defective work corrected by another contractor. The Contractor shall pay all of the City's costs and expenses, including City employee costs associated with the repair or replacement of the defective work.

8. Recovery of Money. Whenever, under this Contract, any sum of money shall be recoverable from or payable by the Contractor to the City of Traverse City, the same amount may be deducted from any sum due to the Contractor under this Contract or under any other contract between the Contractor and the City of Traverse City. The rights of the City of Traverse City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the Contractor.

9. Illegal Workers. The Contractor certifies that it does not and will not, during the performance of this Contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as amended.

10. Contractor Responsibility. The Contractor shall perform the work in a good and workerlike manner and assumes the risk in performing under this Contract. Contractor shall be solely responsible and answerable in damages for all improper work, accidents or injuries to person or property.

11. Indemnification. Contractor shall indemnify and save harmless the City, its officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses arising from bodily injury or death of any persons and damage or loss of any property resulting or arising out of or in connection with the performance of any work relating to this Contract based upon any act, omission, or negligence of Contractor or its employees, agents, servants, subcontractors, or any other person or persons, including but not limited to the City, its agents, officers, or employees. The obligations to indemnify, and hold harmless contained herein shall exclude only those matters in which the claim arises out of allegations of the sole negligence of the City, its officers, agents or employees. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the City in an action against it.

The City of Traverse City hereby reserves the right to select its own counsel in defense of any matter arising hereunder, and no payment, or acknowledgement of liability, loss, fine, penalty or charge shall be made against the City of Traverse City without its express written consent.

This indemnity shall survive the expiration or termination of this Contract.

The Contractor expressly acknowledges and agrees that this indemnification provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

12. Compliance with Regulations. The Contractor shall keep itself fully informed of and shall at all times comply with all local, state and federal laws, rules and regulations applicable to this Contract and the work to be done hereunder.

13. Standard of Conduct. Unless a higher standard is contained in Contractor's bid, Contractor shall render all services under this Contract according to generally accepted professional practices for the intended use of the work or project.

14. Third Party Participation. The Contractor agrees that despite any subcontract entered into by the Contractor for execution of activities or provision of services related to the completion of this project, the Contractor shall be solely responsible for carrying out the project pursuant to this Contract. The Contractor shall specify in any such subcontract that the subcontractor shall be bound by this Contract and any other requirements applicable to the Contractor in the conduct of the project unless the City and the Contractor agree to modification in a particular case. The Contractor shall not subcontract unless agreed upon in writing by the City.

15. Qualifications of the Contractor. The Contractor specifically represents and agrees that its officers, employees, agents and consultants have and shall possess the experience, knowledge, and competence necessary to qualify them individually for the particular duties they perform hereunder.

16. Notice. Whenever it is provided in this Contract that a notice or other communication is to be given or directed to either party, the same shall be given or directed to the respective party at its address as specified in this Contract, or at such other address as either party may, from time to time, designate by written notice to the other.

17. Termination.

A. For Fault. If the City determines that the Contractor has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by this Contract, the City may terminate or suspend this Contract in whole or in part upon written notice to the Contractor specifying the portions of this Contract and in the case of suspension shall specify a reasonable period not more than thirty (30) days nor less than fourteen (14) days from receipt of the notice, during which time the Contractor shall correct the violations referred to in the notice. If the Contractor does not correct the violations during the period provided for in the notice, this Contract shall be terminated upon expiration of such time. Upon termination, any payment due the Contractor at time of termination may be adjusted to cover any additional costs occasioned the City by reason of the termination. This provision for termination shall not limit or modify any other right to the City to proceed against the Contractor at law or under the terms of this Contract.

B. Not for Fault. The performance of work under the Contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least

fourteen (14) days before the date of termination, specifying the extent to which performance of the work under the Contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the Contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts, and settle all outstanding liabilities and claims.

18. Unsatisfactory Work. The Contractor shall promptly correct work rejected by the Engineer as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected work. If, at any time during the Contract term, the service performed or work done by the Contractor is considered by the City to create a condition that threatens the health, safety or welfare of the community, the Contractor shall, on being notified by the City Engineer, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the City shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Contractor.

19. Failure to Enforce. Failure by the City of Traverse City at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof, or the right of the City of Traverse City to enforce any provision at any time in accordance with its terms.

20. Freedom of Information Act. The Contractor acknowledges that the City may be required from time to time to release records in its possession by law. The Contractor hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 *et seq*. Provided, however, that the Contractor shall not be held liable for any reuse of the documents prepared by the Contractor under this Contract for purposes other than anticipated herein.

21. Force Majeure. If because of Force Majeure either party is unable to carry out any of its obligations under this Contract (other than obligations of such party to pay or expend money for or in connection with the performance of this Contract), and if such party promptly gives to the other party concerned written notice of such force majeure, then the obligations of the party giving such notice will be suspended to the extent made necessary by such force majeure and during its continuance, provided the effect of such force majeure is eliminated insofar as possible with all reasonable dispatch. "Force Majeure" means unforeseeable events beyond a party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of public enemy, acts of the federal government, acts of another party to this Contract, fire, flood, inclement weather, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, legislation,

charter amendments or referendum, orders or acts of civil or military authority, injunctions, or other causes of a similar nature which wholly or substantially prevent performance. If the suspension of work lasts for more than thirty (30) days, the City may terminate this Contract.

22. Delay. If the Contractor is delayed in the completion of work due to Force Majeure, or otherwise, the time for completion may be extended for a period determined by the City to be equivalent to the time of such delay. The City may terminate this Contract if the delay lasts for more than 30 days. Upon termination by the City, the Contractor shall be entitled to the costs actually incurred in compliance with this Contract until the date of such termination, but not more than the maximum Contract amount.

23. Dispute Resolution.

A. If any party has a dispute with another regarding the meaning, operation or enforcement of any provision of this Contract, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree as follows:

1. Mediation. If they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

2. Arbitration. If they are unable to resolve the dispute through mediation, it shall be decided by final and binding arbitration according to the rules and procedures of Michigan's Uniform Arbitration Act being PA 371 of 2012, MCL 691.1681 et seq or as otherwise agreed to by the parties. The parties shall mutually agree to the selection of an arbitrator and if they are unable to agree, the arbitrator shall be appointed by the chief judge of the 13th Circuit Court. Judgment upon the arbitrator's award may be entered in Grand Traverse County Circuit Court.

3. Venue. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County.

4. Notice. Written notice of a claim shall be given to the other party not later than 90 days after the occurrence giving rise to the dispute becomes known or should have become known. Negotiations and mediation shall occur within 60 days after such notice. Unless a longer time is agreed upon, arbitration must be demanded within 120 days after such notice and, if not, the claim is deemed waived. Arbitration must be demanded within this time limit even if negotiation or mediation has not occurred, but the arbitrator must require the parties to participate in at least one mediation session before issuing an award.

B. Work Continuance and Payment. Unless otherwise agreed in writing, Contractor shall continue the work and maintain the approved schedules during any dispute resolution proceedings. If Contractor continues to perform, Owner shall continue to make payments in accordance with this Agreement.

C. Emergency Injunctive Relief. Nothing in this Agreement shall prohibit the City from seeking emergency injunctive relief under MCR 3.310.

24. Entire Contract. This Contract, together with all items incorporated herein by reference, constitutes the entire Contract of the parties and there are no valid promises, conditions or understandings which are not contained herein.

25. Amendments. This Contract may be modified from time to time, but such modifications shall be in writing and signed by both parties.

26. Venue. Any and all suits for any and every breach of this Contract may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

27. Interpretation. This Contract shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Contract was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Contract on behalf of Contractor, or if a person of masculine or feminine gender joins in this Contract on behalf of Contractor, such words shall be interpreted to be in the plural, masculine or feminine as the sense requires. In the event that any term, clause or provision of this Contract conflicts with any term, clause, or provision contained in any attachments to this Contract, this Contract's terms shall prevail.

28. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Contract on behalf of the party to the Contract.

29. Third Party Beneficiaries. This Contract confers no rights or remedies on any third party, other than the parties to this Contract and their respective successors and permitted assigns.

30. Reuse of Documents. All documents and electronic files delivered to the City are instruments of service in respect of the project. Nevertheless, all documents and electronic files delivered to the City shall become property of the City upon completion of the work and payment in full of all monies due the Contractor. Copies of the City-furnished data that may be relied upon by the Contractor are limited to the printed copies (also known as hard copies) that are delivered to the Contractor. Files on electronic media of text, date or graphics or of other types that are furnished by the City to the Contractor are only for convenience of the Contractor. Any conclusion of information obtained or derived from such electronic files will be at the user's sole

risk. Economic benefit to the City for having these files is predicated on the files being media form, software release number and hardware operating system number as utilized by the Contractor. Copies of documents that may be relied upon by the City are limited to the printed copies (also known as hard copies) that are signed or sealed by the Contractor. Files on electronic media of text, data or graphics or of other types that are furnished by the Contractor to the City shall be in a compatible software format for use by the City. Any conclusions or information obtained or derived from such electronic files will be at the user's sole risk. Electronic file copies of drawings will not contain the Contractor's seal or the identification of the Contractor in the title block.

31. Digital Signatures. The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, *et seq*. that this Contract may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

32. Execution in Counterparts. This Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

33. No Waiver. No waiver by any party of any default by another party in the performance of any portion of this Contract shall operate or be construed as a waiver of any future default, whether like or different in character.

34. Iran Economic Sanctions Act. The Contractor certifies that it is not an Iran linked business as defined under the Iran Economic Sanctions Act (MCL 129.311 et seq) and will not, during the performance of this Contract, violate the provisions of the Iran Economic Sanctions Act, as amended.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date and year first above written.

CONTRACTOR

By_____

Its _____

STATE OF MICHIGAN)
COUNTY OF)

On _____, 2026, before me, a notary public in and for said County, personally appeared _____ of _____, a Michigan corporation, who executed the above instrument on behalf of said corporation.

_____
_____ County, Michigan
Acting in _____ County Michigan
My Commission Expires:_____

CITY OF TRAVERSE CITY

By_____
Amy Shamroe, Mayor

By_____
Sarah Lutz, City Clerk

APPROVED AS TO SUBSTANCE:

_____
Benjamin C. Marentette
City Manager

APPROVED AS TO FORM:

_____
Lauren Trible-Laucht
City Attorney